

Governance Implementation and Migration Planning Team

Project Initiative 1.
Statewide Technology Governance Board

December 7, 2004



Discussion Overview

Impetus for the study (House File 534):

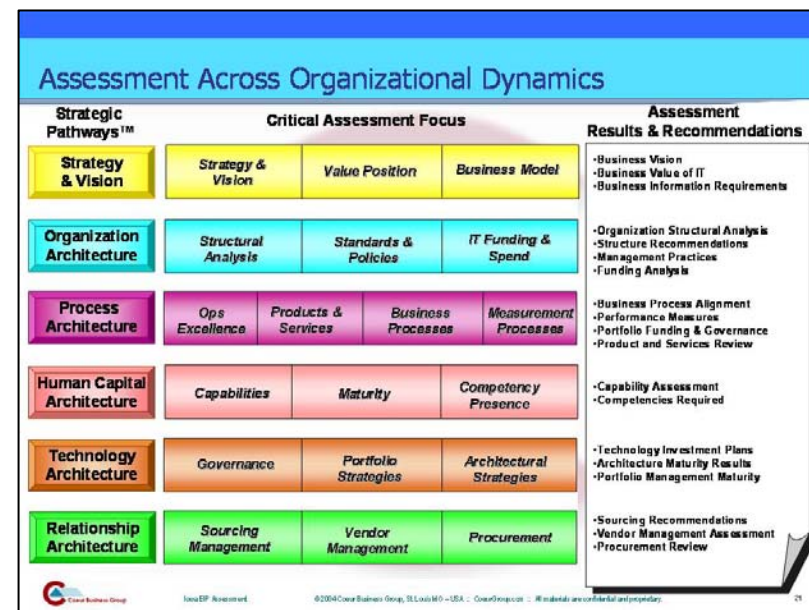
- The Legislature is looking for Value from Information Technology investments, to be more responsive, and cost effective by asking...
 - *How can investments in technology add Maximum Value to the State?*
 - *How can we increase cost effectiveness on a statewide basis?*
 - *How can we provide a greater focus on the core mission of the State?*
 - *How can we effectively manage Scarce Resources and improve service delivery?*
- An 'Impact Assessment' was conducted across a framework of three performance levels: Process, Technology, and Organization

Organizational Assessment Model

Identifying the State's IT Operations

- Value of IT to the State
- Increase Effectiveness
- Leverage Assets and Resources
- Define Maturity of Infrastructure
- Scorecards & Measures
- Generate and Capture Value
- Portfolio Management Capability
- Governance Methods/Processes
- Transformation Capabilities
- Collaboration & Innovation
- Credibility and Dependency

Assessment Pathways



Iowa Common Business Drivers

1. Security
 1. *User access*
 2. *Homeland Security*
 3. *Intrusion Detection*
2. Data Management
 1. *Integrity*
 2. *Accessibility*
 3. *Storage*
3. Regulatory
 1. *Compliance*
 2. *Federal /State Programs*
4. Cost Management
 1. *Effectiveness/Efficiencies*
 2. *Avoidance*
5. Service Delivery
 1. *Problem Management*
 2. *Change Management*
 3. *Service Level Agreements*
6. Business/Constituent Alignment
 1. *Funding Process*
 2. *Constituency Alignment*
 3. *Strategic Focus*

Implementation and Migration Planning

Key Recommendations

Process Improvements

- *Technology Governance*
- *Statewide Enterprise Architecture Steering Committee*
- *Enterprise Portfolio Management Office*
- *Centralized Sourcing and Procurement*

Program Initiatives

- *Leverage Common Statewide Infrastructure*
- *Data Center Consolidation*
- *Hardware Lifecycle Program*
- *Application Inventory and Consolidation*

The Assignment

Transform the Strategic Initiative as defined by the Enterprise Infrastructure and Personnel (EIP) Assessment Final Report into activities for defining steps of implementation.

- *How can investments in technology add maximum value to the State?*
- *How can we increase cost effectiveness on a statewide basis?*
- *How can we provide a greater focus on the core mission of the State?*
- *How can we effectively manage scarce resources and improve service delivery?*

Agenda

| Project Launch Workshop December 7 th | | |
|--|------------------------|-----------------------|
| Time | Agenda Item | Assignment |
| 1:30 – 1:45 | introductions | Coeur Group |
| 1:45 – 2:00 | Presentation | All |
| 2:00 – 2:15 | Team Norms | Coeur Group |
| 2:15 – 2:20 | Team Chair | All |
| 2:20 – 2:45 | Team Mission | Chair – All |
| 2:45 – 3:00 | Break | All |
| 3:00 – 4:15 | Activity Workshop | All |
| 4:15 – 4:30 | Wrap up and Next Steps | Chair and Coeur Group |

Team Norms

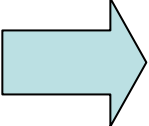
- Act as colleagues
- Distribution List - Chair
- Spirit of brainstorming
- Spirit of inquiry
- Develop a deeper, broader sense of unity
- Stay on topic - Parking Lot Issues

Team Chair

Nominate/Select a Team Chair

1. Collaborate on weekly status report
2. Coordinate Team activities
3. Act as a spokesperson for the group
4. Liaison to Iowa Project Management (Wes Hunsberger)
5. Responsible for joint presentations

Team Deliverables by January 11, 2005

- 
- Conduct workshops
 - *Thursday December 9 – launch project, including:*
 - Understand recommendation
 - Select team chair
 - Write team mission
 - Identify key activities required to implement the recommendation
 - Wrap-up with weekly progress message
 - *Thursday December 16 – “flesh out” activities, considering:*
 - Risk, impediments, event horizon, culture, implementation cost, etc.
 - *Tuesday December 21 – draft presentation package*
 - *Tuesday January 11 – complete presentation package*
 - Develop key activities plan and framework for recommendations
 - Create a presentation package for Governor Vilsack describing the recommended course of action

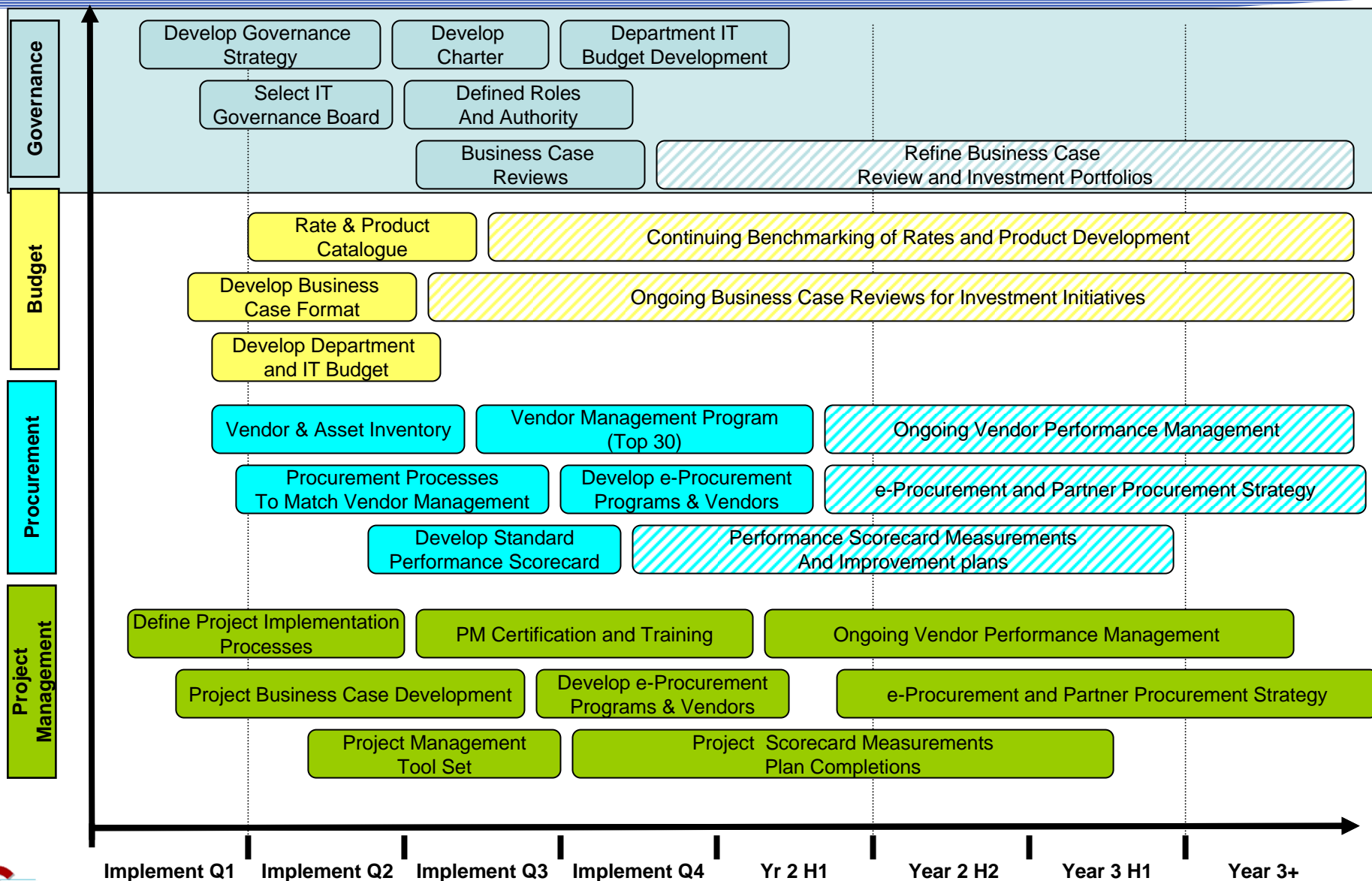
The Recommendation



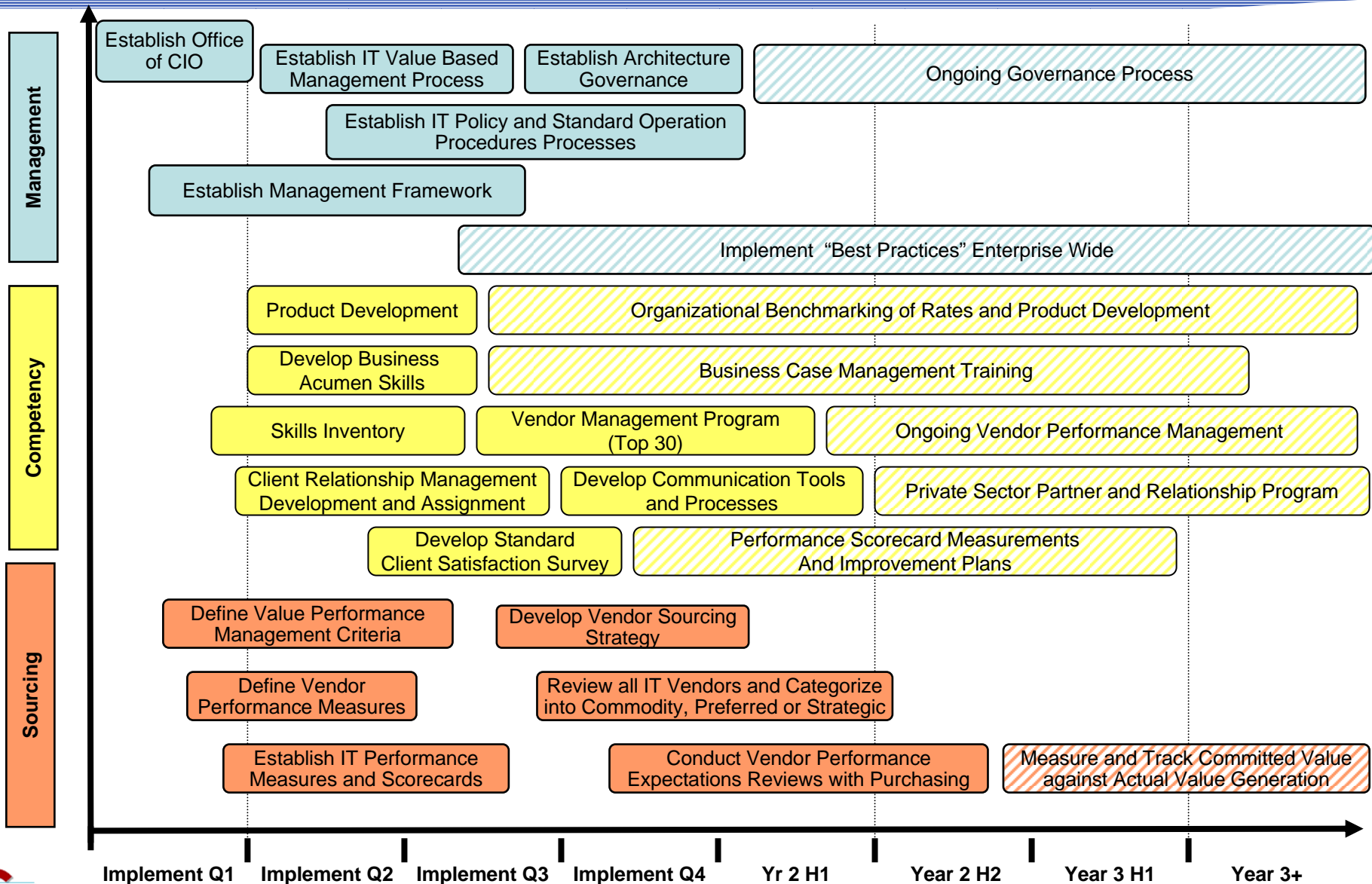
Technology Investment Governance Board

- 1. Establish A Technology Governance Board (TGB)** to evaluate and prioritize statewide IT spending and project requests: There is currently no clear, consistent methodology to evaluate the merits of information technology projects on a statewide basis. We recommend a board with specific statewide authority for all new Information Technology initiatives (projects) desired by all Executive Branch Departments and a more formal business case review process and measurements than the current Information Technology Council.

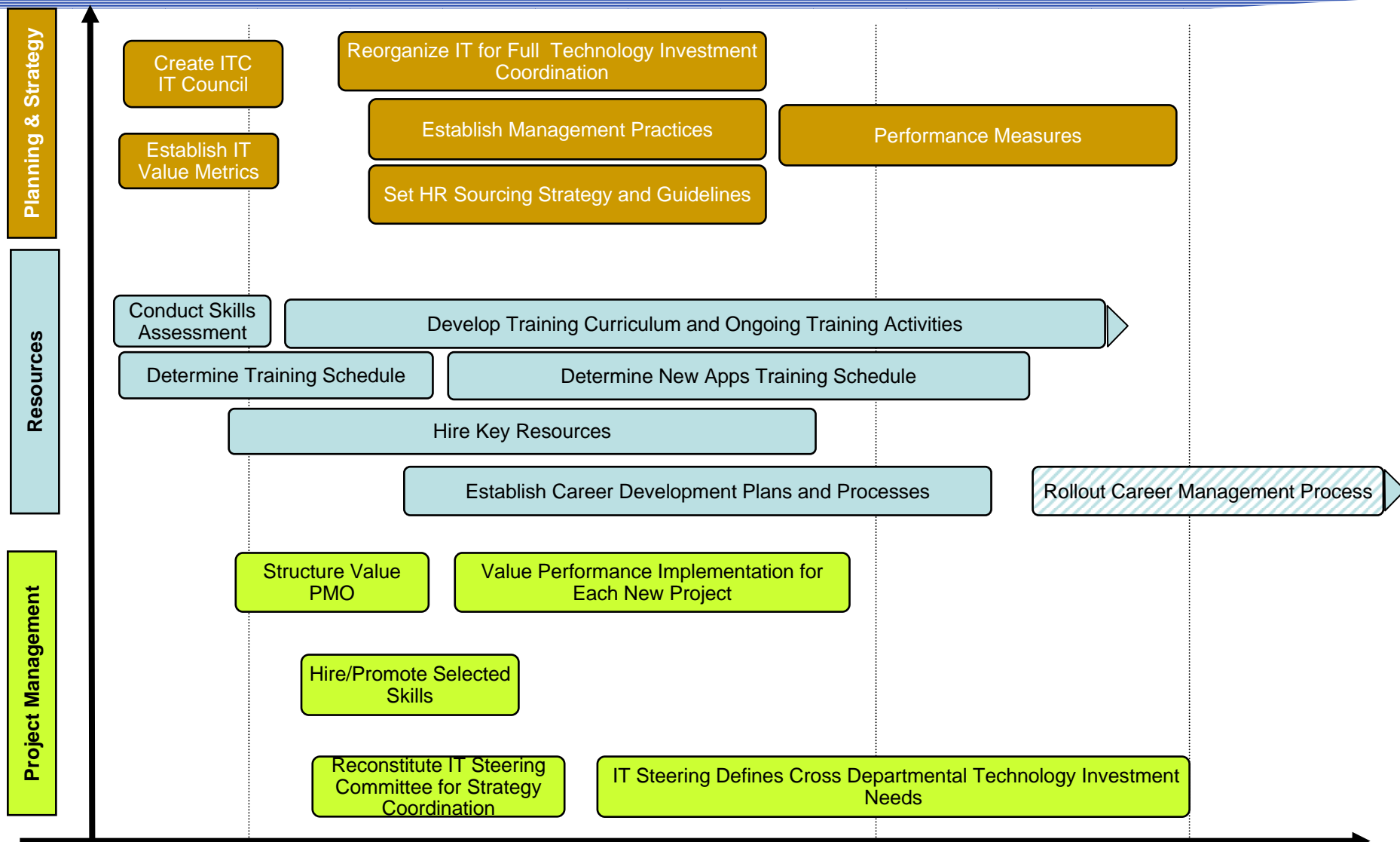
Process Transition Overview



Organization Transition Plan- Overview



Organization Transition Plan- Overview



Implement Q1

Implement Q2

Implement Q3

Implement Q4

Yr 2 H1

Year 2 H2

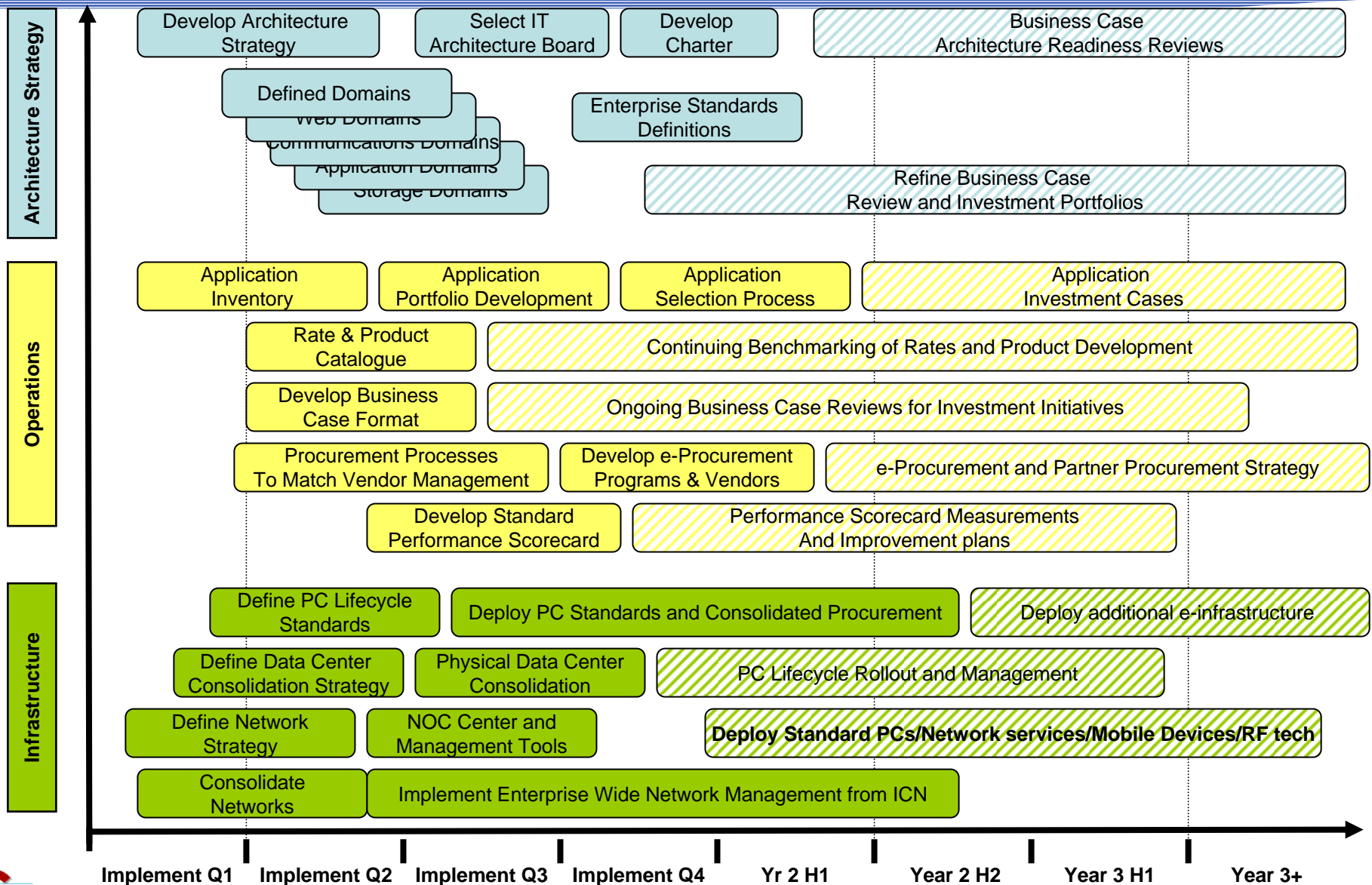
Year 3 H1

Year 3+

Governance Kickoff 12.07.04

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Technology Transition Plan- Overview



Mission Statement



Mission Statement

Mission Statement -

| | | |
|---------------------|--|---|
| We supply... | | (what?) |
| To..... | | (whom, customers. stakeholders?) |
| That..... | | (results in what contribution?) |

Is it believable?

Is it unique?

Is it defensible?

Sample Mission Statement

Technology Implementation & Migration

The Technology Governance Implementation & Migration team will provide a design, and an implementation plan for the establishment of the Technology Governance Board for approval by the Governor.

The implementation plan will enable development of a Technology Governance Board, and key processes that will evaluate and prioritize statewide IT spending and project requests.

Technology Implementation & Migration

The Technology Governance Implementation & Migration team will provide a design, and an implementation plan for the establishment of the Technology Governance Board for approval by the Governor.

The implementation plan will enable development of a Technology Governance Board that will establish and administer key processes that will evaluate and prioritize statewide IT spending and project requests .

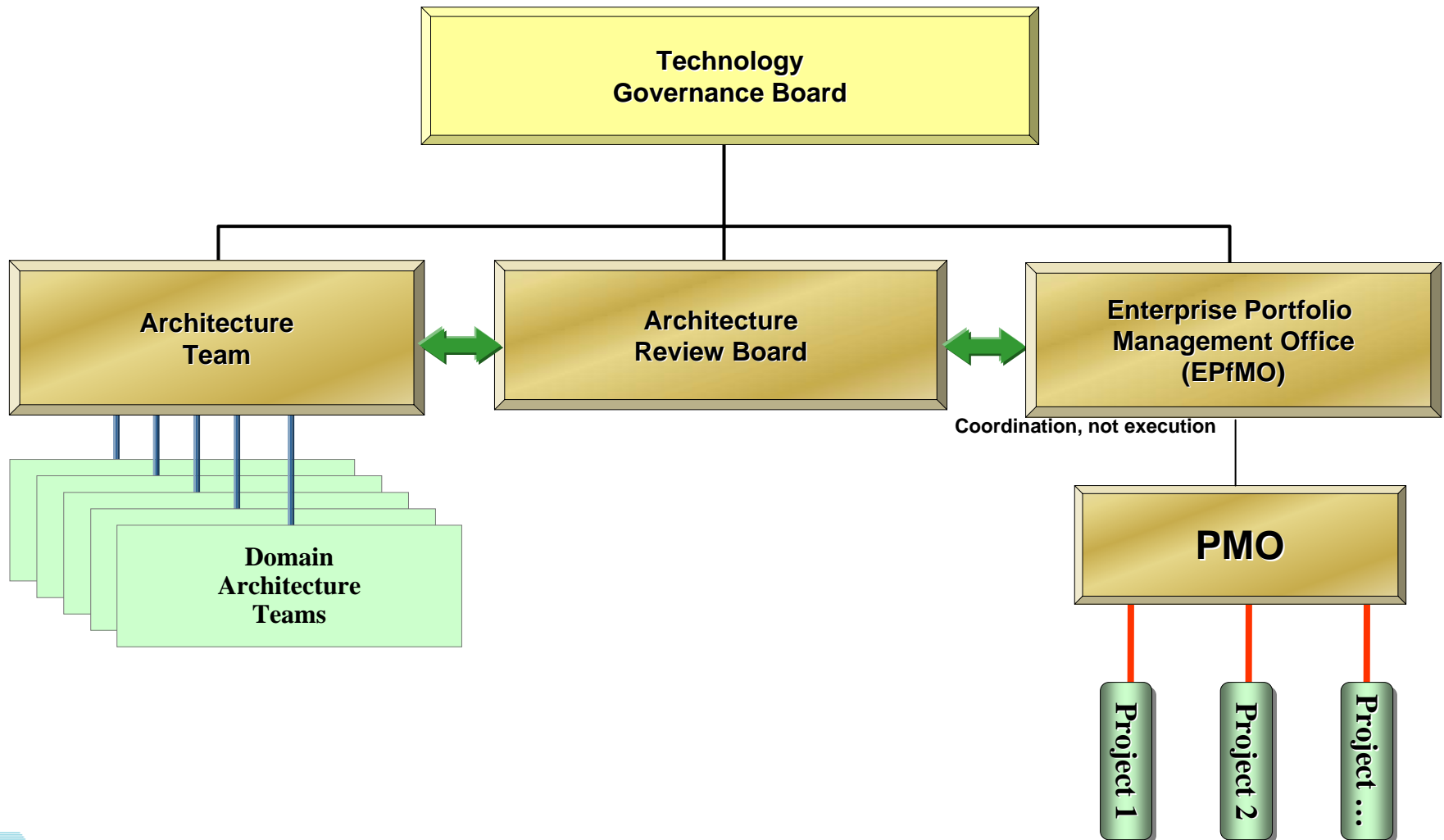
Break
10 Minutes



Key Activities for Development of A Technology Governance Board Roadmap



Enterprise Governance Model & Key Relationships



Activities, Strengths and Weaknesses

Develop a team list of key activities which will be required for Implementation

Key Activities:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

Key Governance Activities Identified

- **Key Activities**
- Who is on the Board?
- What is their authority level?
- What are the policies & procedures for how the Board operates?
- How to make sure that project evaluation happens efficiently?
- Define the attributes of the Board members.
- What legal changes need to take place?

Key Governance Activities Identified

- **Who is on the Board?**
- Determine the size of the Board, number of members.
- Determine composition of the Board, the attributes of the members. Consider members from both inside and outside of State government.
- Define the term of the members.
- Develop a selection process for Board members.
- Identify/confirm the Board's Chairperson
- **Define the attributes of the Board members.**
- [this topic is incorporated into topic #1]

Key Governance Activities Identified

- **What is the Board's authority level?**
- Identify the scope of authority for the Board
 - *document the decisions that have already been made as to the groups governed by the Board*
 - *propose remaining decisions to be made*
- Determine whether the Board's decisions are "final" or "recommended", and provide a proposal to this effect for the Governor to approve.

Key Governance Activities Identified

- **What are the policies & procedures for how the Board operates?**
- Determine the level of interaction/alignment with the agency budget process.
- Develop an appeals process for decisions made by the Governance Board.

Key Governance Activities Identified

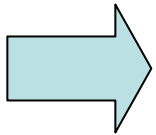
- **Project evaluation (“How to make sure that project evaluation happens efficiently?)**
- Develop performance-based metrics that will measure the project evaluation process.
- Develop transparent processes.

Key Governance Activities Identified

- **Statutory requirements (“What legal changes need to take place?”)**
- Determine any statutory requirements that are required.
- Develop a strategy for interfacing with the Legislature.
- Develop an appeals process for decisions made by the Governance Board.

Team Deliverables by January 11, 2005

- Conduct workshops
 - *Tuesday December 7 – launch project, including:*
 - Understand recommendation, Select team chair, Write team mission, Identify key activities required to implement the recommendation
 - *Tuesday December 14 – “flesh out” activities, considering:*
 - Categorization of key activities
 - Risk, impediments, event horizon, culture, implementation cost, etc.
 - *Monday December 20 – draft presentation package*
 - *Monday January 10 – complete presentation package*
- Develop key activities plan and framework for recommendations
- Create a presentation package for Governor Vilsack describing the recommended course of action



Next Steps